



COMMONWEALTH of VIRGINIA

Matthew J. Lohr
Commissioner

**Department of Agriculture and Consumer Services
Division of Animal & Food Industry Services
Office of Animal Care and Health Policy**

P.O. Box 1163, Richmond, Virginia 23218
Phone: 804/786-2483 • Fax: 804/371-2380 • Hearing Impaired: 800/828-1120
www.vdacs.virginia.gov

September 16, 2013

Certified Mail

Mr. John L. Rowe, Jr.
Portsmouth City Manager
801 Crawford Street
Portsmouth, VA 23952

Ms. Jennifer Austin
Executive Director
Portsmouth Humane Society
4022 Seaboard Ct.
Portsmouth, VA 23701

Notice of Violation and Penalty Assessment

Case Number: 1303

Dear Mr. Rowe and Ms. Austin:

This letter is a Notice of Violation and Penalty Assessment for violations of Chapter 65 of Title 3.2 of the Code of Virginia, otherwise known as the Comprehensive Animal Care laws, in regards to the maintenance of an animal pound facility by the City of Portsmouth and the Portsmouth Humane Society.

The Board of Agriculture and Consumer Services has authorized the Office of Animal Care and Health Policy to assess civil penalties pursuant to § 3.2-6546 of the Code of Virginia for such violations.

Violations:

Per § 3.2-6503 of the Code of Virginia, every animal pound must provide adequate care for each companion animal in its custody. On August 30, 2013 this office has found the City of Portsmouth and the Portsmouth Humane Society in violation of this statute. This violation specifically entails the failure of the City of Portsmouth and the Portsmouth Humane Society to ensure that every companion animal in its custody was provided with adequate feed, water, space, and shelter. This failure is considered a critical violation.

Per 2 VAC 5-110-40 of the Virginia Administrative Code, every animal pound must meet minimal animal housing standards. On August 30, 2013 this office has found the City of Portsmouth and the Portsmouth Humane Society in violation of this provision. This violation specifically entails the failure of the City of Portsmouth and the Portsmouth Humane Society to ensure that animals in its custody are maintained in quarters to prevent their escape, protect them from injury, and safeguard them from being stolen. This failure is considered a critical violation.

Per 2 VAC 5-110-40 of the Virginia Administrative Code, every animal pound must meet minimal animal housing standards. On March 6, 2013 and August 30, 2013 this office has found the City of Portsmouth and the Portsmouth Humane Society in violation of this provision. This violation specifically entails the failure of the City of Portsmouth and the Portsmouth Humane Society to ensure that animal runs shall be of a surface material that will permit proper cleaning and disinfecting. The August 30, 2013 violation is a second non-critical violation.

Penalty Assessment:

The City of Portsmouth and the Portsmouth Humane Society is assessed a civil penalty of \$1,250.00 for the above violations. The process by which this civil penalty was calculated is outlined in the Civil Penalty Assessment Report (Attachment A) as per the Virginia Animal Pound and Shelter Civil Penalty Assessment Decision Matrix (Attachment B).

Factual Basis for Civil Penalty Assessment:

On August 30, 2013 this office performed a site visit to the Portsmouth Humane Society, which also serves as the contracted animal pound facility for the City of Portsmouth, to investigate allegations that cats in the custody of the facility were being turned loose into a wooded area on the facility grounds. Staff confirmed that a “feral cat colony” was being

maintained on the facility property consisting of cats that had formerly been confined within the facility, but indicated that all such cats had been personally adopted by facility staff prior to release.

Facility staff indicated that a densely wooded area to the west of the shelter building was the site of the feral cat colony. There was no enclosure around the area, which was in close proximity to an active rail line and Interstate 264. Staff indicated that there were several foam shelters in the woods, and that the cats otherwise sheltered under a large rock. Two large piles of cat feed were visible on the edge of the wooded area. The feed had been placed directly on the ground where it had become saturated with moisture and spoiled attracting a considerable number of flies. No water was visible, and staff confirmed that none was present. Staff indicated that this was not the norm, and that they routinely provided feed and water every "one or two days".

Facility staff was unable to provide a discrete list of the cats that had been released in this area, but indicated that approximately 40 cats had been released since the inception of the practice one year ago. Staff indicated that they were routinely able to glimpse approximately 20 of these cats, and were unsure if the remainder of the cats were still present.

Records of cats adopted by five current and former employees of the Portsmouth Humane Society were provided by facility staff (Attachment C). Review of these records indicated that in fact as many as 91 cats were purportedly adopted by these employees and released on the property; it was indicated by staff that additional staff members may have also participated in this program.

This office does not concur that these cats were in fact personally adopted by facility staff that accepted full and independent responsibility for their care; but rather has determined that these cats are still in the custody of the Portsmouth Humane Society. Our position is based on the following: 1) These cats were released on the property of the facility, in some cases not by the individual reported as the adopter; 2) The minimal care provided to these cats is by facility staff during their scheduled work hours; 3) The feed and water provided to these cats is supplied by the Portsmouth Humane Society; 4) Though none has reportedly been provided to date, facility staff indicated that the Portsmouth Humane Society will provide any needed or required veterinary treatment; 5) The staff present who indicated that they had adopted a portion of these cats were not able to indicate how many were under their purported ownership without consulting the facility's records; 6) A portion of these cats were purportedly adopted by individuals no longer affiliated with the Portsmouth Humane Society and yet were believed to still be on the property under the care of the Portsmouth Humane Society; and 7) staff throughout the visit referred to the cats as "our feral cat colony" inferring custodianship of these cats by the Portsmouth Humane Society.

The conditions in which these cats are kept by the Portsmouth Humane Society constitute critical violations of the Comprehensive Animal Care laws of the Commonwealth and pursuant regulations of the Virginia Administrative Code. There are demonstrable

critical failures to provide adequate care, adequate feed, adequate shelter, and adequate water as defined by § 3.2-6500 and required by § 3.2-6503 of the Code of Virginia; and the Portsmouth Humane Society is unable to demonstrate the provision of veterinary treatment when needed. The condition of these cats also constitutes a critical violation of 2 VAC 5-110-40 of the Virginia Administrative Code, which requires that animals be maintained in quarters that prevent their escape, protect them from injury, and safeguard them from being stolen.

It was also noted on August 30, 2013 that animals were being maintained inside the facility in break rooms, offices, and visitation rooms that were not compliant with 2 VAC 5-110-40 of the Virginia Administrative Code, which requires that all enclosures and runs shall be of a surface material that will permit proper cleaning and disinfecting, and that such enclosures or runs protect animal from injury. The wall surfaces of these rooms were painted drywall, which had in some cases been extensively damaged by the animals. This does not constitute a surface that can be adequately cleaned and disinfected. Furthermore, the ingestion of drywall can present a significant safety and health hazard to animals. This was compounded by allowing these animals access to electrical fittings and equipment. This violation was also noted on the March 6, 2013 routine inspection of the facility by this office (Attachment D).

Though not included in this penalty assessment, it was also observed on August 30, 2013 that several animals in the facility were not provided with adequate space as defined by § 3.2-6500 and required by § 3.2-6503 of the Code of Virginia. Dog runs were noted that contained too many animals to allow for the provision of adequate space; furthermore two dogs were confined in an office in crates that were too small to allow the animals to stand in a normal posture. Repeat violations of this nature will be subject to civil penalties.

Resolution Procedure:

These civil penalties may be resolved by signing the enclosed Consent Resolution and remitting the penalty of \$1,250.00 within 30 days of receipt of this Notice. Payment of this penalty may be made by either check or money order made payable to the Treasurer of Virginia. Please reference "VDACS OACHP 1303" on the payment. Payment of the civil penalty affirms your intention not to request a conference or contest the penalty.

Should you not wish to enter into the enclosed Consent Resolution, I invite you to attend an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia to discuss dispensation of this civil penalty assessment by consent resolution, or to appeal the factual basis of this assessment. You may be represented by counsel at the informal fact finding conference if you so choose. At the informal fact finding conference, you and your counsel will have the opportunity to provide testimony and all documentary evidence that you feel is needed to support your position in this matter. Please confirm in writing to my office your intent to attend an informal fact finding conference within 30 days of receipt of this Notice.

Please contact my office if you have questions regarding this Notice of Violation and Penalty Assessment.

Sincerely,

A handwritten signature in dark ink, appearing to read 'D. Kovich', with a long horizontal stroke extending to the right.

Daniel A. Kovich, DVM, MPH
Program Manager
pp. Richard L. Wilkes, DVM
State Veterinarian & Director
Division of Animal and Food Industry Services

Enc: Consent Resolution 1303
Appendix A, Civil Penalty Assessment Report
Appendix B, Virginia Animal Pound and Shelter Civil Penalty Assessment
Decision Matrix
Appendix C, Facility adoption records
Appendix D, March 6 2013 Facility Inspection Report

CC: Richard L. Wilkes, DVM
Sandra J. Adams, Deputy Commissioner, Virginia Department of Agriculture and
Consumer Services
Steven P. Jack, Office of the Attorney General

CONSENT RESOLUTION

Dr. Richard L. Wilkes, State Veterinarian and Director, Division of Animal and Food Industry Services, Virginia Department of Agriculture and Consumer Services (VDACS), has determined the Portsmouth, which serves as the animal pound facility for the City of Portsmouth, to be in violation of the Virginia Comprehensive Animal Care laws. Section 3.2-6546(K) of the Code of Virginia provides for the assessment of civil penalties when violations of the Comprehensive Animal Care laws or pursuant regulations occur. VDACS has determined that civil penalty assessments totaling \$1,250.00 are appropriate.

The City of Covington and the Portsmouth Humane Society (the responsible parties) acknowledge that the Portsmouth Humane Society violated Section 3.2-6503 of the Code of Virginia and Chapter 2 VAC 5-110 of the Virginia Administrative Code. In consideration of VDACS entering into this Consent Resolution, these parties waive their right to appeal the assessment imposed by VDACS and agree that:

1. The responsible parties shall remit the \$1,250.00 assessment within 30 days of receipt of the Notice of Violation and Penalty Assessment;
2. The responsible parties shall expeditiously but no later than by October 31, 2013 ensure that all animals in their custody, including all companion animals on the surrounding grounds of the Portsmouth Humane Society, are appropriately confined and provided all aspects of care as required by Section 3.2-6503 of the Code of Virginia;
3. The responsible parties shall provide VDACS with a written corrective action plan for the Portsmouth Humane Society facility to ensure that all animals are confined in accordance with Chapter 2 VAC 5-110 of the Virginia Administrative Code by November 30, 2013; and
4. The responsible parties shall provide VDACS with a written corrective action plan for the Portsmouth Humane Society facility to ensure that all animal adoptions by staff members and volunteers are lawful and with regard to the requirements placed on the owners of companion animals by Section 3.2-6503 of the Code of Virginia by November 30, 2013.

The undersigned executing this Consent Order on behalf of the responsible parties represents that he has the authority to do so and to bind them by his execution hereof.

SEEN AND AGREED TO BY:

On behalf of the City Council of the City of Portsmouth,

BY: _____
John L. Rowe, Jr.
Portsmouth City Manager

On behalf of the Portsmouth Humane Society,

BY: _____
President

ATTACHMENT A

Civil Penalty Assessment Report **Case Number: 1303**

Facility: Allegheny Humane Society

Violations:

Section 3.2-6503 of the Code of Virginia

| | |
|---|-----------------|
| Critical failure to provide adequate care, adequate feed, adequate shelter, and adequate water on August 30, 2013; first violation: | \$500.00 |
| § 3.2-6503 Total penalty assessed : | \$500.00 |

Chapter 2 VAC 5-110 of the Virginia Administrative Code

| | |
|---|-----------------|
| Critical failure to ensure that animals in its custody are maintained in quarters to prevent their escape, protect them from injury, and safeguard them from being stolen per 2 VAC 5-110-40 on August 30, 2013; first violation: | \$500.00 |
| Non-critical failure to ensure that animal runs shall be of a surface material that will permit proper cleaning and disinfecting per 2 VAC 5-110-40 on August 30, 2013; second violation: | \$250.00 |
| § 3.2-6503 Total penalty assessed : | \$750.00 |

| | |
|-------------------------------------|-------------------|
| Total of penalties assessed: | \$1,250.00 |
|-------------------------------------|-------------------|

Attachment B

BOARD OF AGRICULTURE AND CONSUMER SERVICES
Virginia Animal Pound and Shelter
Civil Penalty Matrix
Guidelines for Enforcement

These guidelines provide direction to the State Veterinarian and the State Veterinarian's representative in evaluating the civil penalty that may be considered appropriate for various violations of the Code of Virginia and Virginia Administrative Code by the responsible authorities of animal pounds and shelters. It is designed to insure that violations committed by pounds and animal shelters will be evaluated, and penalties will be uniformly assessed, to the extent practicable, by the Board of Agriculture and Consumer Services.

SECTION 1: AUTHORITY

The Board of Agriculture and Consumer Services shall implement a civil penalties program for Virginia's animal pounds and shelters through the Commissioner of Agriculture and Consumer Services and Virginia Department of Agriculture and Consumer Services staff, to include the Director of the Division of Animal and Food Industry Services (State Veterinarian) and Division of Animal and Food Industry Services staff pursuant to §§ 3.2-6546 and 3.2-6548 of the Code of Virginia.

SECTION 2: DEFINITIONS

Definitions listed below are in supplement to §§ 3.2-5900 and 3.2-6500 of the Code of Virginia.

Board: The Board of Agriculture and Consumer Services.

Critical Violation: A noncompliance with the Code of Virginia or Virginia Administrative Code that causes animal death, serious injury, or egregious suffering that is found upon inspection or investigation by the State Veterinarian's representative.

Egregious Suffering: A condition under which a companion animal is subject to extreme duress or discomfort, be it physically or behaviorally manifested, due to a conspicuous noncompliance with the Code of Virginia or Virginia Administrative Code.

Letter of Information: A written notification to the pound or animal shelter that non-critical violations have been identified during the pound or shelter inspection process.

Non-Critical Violation: A noncompliance with the Code of Virginia or Virginia Administrative Code that does not cause animal death, serious injury, or egregious suffering that is found upon inspection or investigation by the State Veterinarian's representative.

Notice of Violation and Penalty Assessment: A written notification from the State Veterinarian's Office to the responsible authority of the pound or shelter that identifies the specific critical or repeat non-critical violation(s) committed and indicates the amount of the civil penalties based on the Animal Pound and Shelter Civil Penalty Matrix.

Case Manager: A veterinarian employed by the Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services, who is under the direction of the State Veterinarian.

SECTION 3: INSPECTION PROCESS

All animal pounds and shelters, including vehicles used by such to transport companion animals, are subject to inspection by the State Veterinarian or his representative. Such inspections shall occur at least once per inspection cycle, or more frequently to monitor corrective actions undertaken to address violations or upon receipt of a bona fide complaint. The State Veterinarian's representative will determine if critical or non-critical violations exist and document said violations.

A. Critical Violation upon Inspection

If the State Veterinarian's representative determines that a critical violation exists, he will: (i) ensure that corrective actions are immediately undertaken to prevent further death, serious injury, or egregious suffering; and (ii) submit documentation concerning the violation to the Case Manager within two business days of inspection for assessment of civil penalties.

B. First Finding of Non-Critical Violation upon Inspection

If the State Veterinarian's representative determines that a non-critical violation exists, he will provide the responsible authority for the pound or animal shelter a Letter of Information within a reasonable time after the inspection. The Letter of Information will include (i) a copy of the inspection report, (ii) an explanation of the violation including relevant section(s) of the Code of Virginia or Virginia Administrative Code, (iii) a statement of first violation, and (iv) a request for a corrective action plan from the responsible authority within a specified timeframe. The responsible authority must submit a corrective action plan for the violation within the specified timeframe to avoid future civil penalties if the violation is repeated.

C. Second or Subsequent Finding of Non-Critical Violation upon Inspection

If the violation is the second or subsequent such violation the State Veterinarian's representative will ascertain if a corrective action plan exists for the violation, and if such plan is in implementation. The State Veterinarian's representative will provide the responsible authority for the pound or animal shelter within a reasonable timeframe a copy of the inspection findings and a Letter of Information. The Letter of Information will include (i) a copy of the inspection report, (ii) an explanation of the violation including relevant section(s) of the Code of Virginia or Virginia Administrative Code, (iii) a statement of subsequent violation, and (iv) a statement indicating either a satisfactory corrective action plan is in place or that civil penalties will be considered. If civil penalties are to be considered, documentation concerning the violation will be submitted to the Case Manager within seven business days.

D. No Violation upon Inspection

If the State Veterinarian's representative determines that no violations exist, he will provide the responsible authority for the pound or animal shelter a copy of the inspection findings and a Letter of Information indicating no violation was determined within a reasonable time after the inspection.

E. Determination of Subsequent Violation

The State Veterinarian's representative will determine that a subsequent violation has occurred upon review of inspection findings if such violation was noted in one of the previous three inspections of the animal pound or shelter, or during the current year and the two previous calendar years if such period is shorter in time.

SECTION 4: CIVIL PENALTY ASSESMENT

Upon receipt of documentation from the State Veterinarian's representative concerning (i) a critical violation, or (ii) a repeat non-critical violation that a corrective action plan failed to address, the Case Manager will review said documentation and determine if a civil penalty is to be assessed as follows:

A. Critical Violations

If the Case Manager concurs that a critical violation has occurred, the appropriate civil penalty will be determined per the civil penalty matrix and a Notice of Violation and Penalty Assessment will be prepared for the State Veterinarian's review and signature. The Notice of Violation and Penalty Assessment will be sent to the appropriate authority and include a (i) summary of the inspection findings and supporting documentation and previous violation history if applicable; (ii) notification of the penalty assessed; (iii) request for a corrective action plan from the responsible authority within a specified timeframe; and (iv) indicate that the responsible authority may agree to the assessment, sign a consent resolution, and pay the civil penalty (due within 30 days after the date of the notice) or attend an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia. If the Case Manager determines that the violation was non-critical in nature, penalties will be assessed as appropriate for non-critical violations.

B. Non-Critical Violations

The Case Manager will review the violation history and resultant corrective action plans of the animal pound or shelter. If the Program Case Manager concurs that a repeat violation has occurred and that the corrective action plan from the previous violation has not been implemented or is ineffective, the appropriate civil penalty will be determined per the civil penalty matrix and a Notice of Violation and Penalty Assessment will be prepared for the State Veterinarian's review and signature. The Notice of Violation and Penalty Assessment will be sent to the appropriate authority and include a (i) summary of the inspection findings and supporting documentation and previous violation history if applicable; (ii) notification of the penalty assessed; (iii) request for a new corrective action plan from the responsible authority within a specified timeframe; and (iv) indicate that the responsible authority may agree to the assessment, sign a consent resolution, and pay the civil penalty (due within 30 days after the date of the notice) or attend an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia.

C. Informal Fact Finding Conference

The State Veterinarian will hold an informal fact finding conference pursuant to § 2.2-4019 of the Code of Virginia should the responsible authority dispute the civil penalty assessed. Following the informal fact finding conference, the State Veterinarian will send to the responsible authority a written final notice (certified mail) of the findings, along with the fact basis for the findings, and the civil penalty assessed.

D. Notification of the Board, Board Actions

The State Veterinarian will report to the Board all findings in which civil penalties are assessed. In cases disposed of by consent resolution with the State Veterinarian, the Board shall ratify the findings of the State Veterinarian. In cases that have not been disposed of through consent resolution with the State Veterinarian, a representative of the pound or animal shelter may appear before the Board to present information as to its responsibility for the violation and the appropriateness of the civil penalty. He may do so at the next meeting of the Board, or if that meeting is less than 30 days following receipt of the State Veterinarian's findings, then at the next meeting thereafter that is at least 30 days after receipt of the findings. However, the responsible party has no right to retry the matter before the Board. The Board may establish limits on how much time the pound or animal shelter representative will be afforded to address the Board with respect to the State Veterinarian's findings and the civil penalty. After a representative of the pound or animal shelter has appeared before the Board or after the opportunity to appear before the Board has expired, the Board shall either ratify the findings of the State Veterinarian or issue its own findings.

E. Recovery of Civil Penalties, Use of Civil Penalty Funds

If the civil penalty is not paid within the allowed time period, the case will be referred to the Office of the Attorney General for further action. All civil penalties assessed shall be recovered in a civil action brought by the Attorney General in the name of the Commonwealth. Such civil penalties shall be paid into a special fund in the state treasury to the credit of the Department to be used in carrying out the purposes of the Comprehensive Animal Care laws.

SECTION 5: DETERMINATION OF CIVIL PENALTY

The following matrix will be used to determine the dollar amount of civil penalties to be assessed for violations. The matrix, in conjunction with the assessment procedure, considers (i) the history of previous violations at the animal pound or shelter; (ii) whether the violation has caused injury to, death or suffering of, an animal; and (iii) the demonstrated good faith of the responsible authority to achieve compliance after notification of the violation. Cumulative penalties, where indicated, will be assessed for each day of the period from the day of the first violation through the day of the current violation.

| Violation | | | Penalty | | | |
|---|--|-------------------|---------------------------|---------------------------|------------------------------|--|
| Authority | Category of Violation | Type of Violation | 1 st Violation | 2 nd Violation | 3 rd Violation | 4 th and Subsequent Violation |
| §3.2-6503 Code of Virginia | Animal Care | Critical | \$500.00 | \$1000.00 | \$250.00 per day cumulative | \$500.00 per day cumulative |
| | | Non-Critical | No penalty | \$250.00* | \$1000.00* | \$250.00 per day cumulative* |
| §3.2-6546 §3.2-6562 Code of Virginia | Confinement and Disposition, Pounds | Critical | \$500.00 | \$1000.00 | \$250.00 per day, cumulative | \$500.00 per day cumulative |
| | | Non-Critical | No penalty | \$250.00* | \$500.00* | \$100.00 per day cumulative* |
| §3.2-6548 Code of Virginia | Confinement and Disposition, Shelters | Critical | \$500.00 | \$1000.00 | \$250.00 per day cumulative | \$500.00 per day cumulative |
| | | Non-Critical | No penalty | \$250.00* | \$500.00* | \$100.00 per day cumulative* |
| §3.2-6557 §3.2-6574 §3.2-6575 Code of Virginia | Recordkeeping, Sterilization | Critical | \$500.00 | \$1000.00 | \$250.00 per day cumulative | \$500.00 per day cumulative |
| | | Non-Critical | No penalty | \$100.00* | \$250.00* | \$50.00 per day cumulative* |
| §3.2-6555 §3.2-6556 | Animal Control Officer Employment and Training | Non-Critical | \$100.00 | \$500.00 | \$1000.00 | \$250.00 per day cumulative |
| 2 VAC 5-110-10 through 2 VAC 5-110-110 Virginia Administrative Code | Pound Regulations** | Critical | \$500.00 | \$1000.00 | \$250.00 per day cumulative | \$500.00 per day cumulative |
| | | Non-Critical | No penalty | \$250.00* | \$500.00* | \$100.00 per day cumulative* |
| 2 VAC 5-150-120 through 2 VAC 5-150-170 Virginia Administrative Code | Transport Regulations | Critical | \$500.00 | \$1000.00 | \$250.00 per day cumulative | \$500.00 per day cumulative |
| | | Non-Critical | No penalty | \$250.00* | \$500.00* | \$100.00 per day cumulative* |

* Civil penalty may be waived if accepted corrective action plan is in implementation

** Failure to comply with state laws and regulations governing the disposal of solid waste will be reported to appropriate authorities. Civil penalties will not be assessed in such cases.

Revised February 17, 2012

Effective July 1, 2012

Attachment C



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Contact Number
(757) 397-6004



List Animals Responsible For

Editing Information For: Jenn Austin

Return to Person Details here

| Task | Entry Type | Status | Animal ID | Name | Type | Breed | Color | Gender | Reason For Change | Vet History | PHS Tag Letter |
|------|-----------------|----------------------------------|-----------|---------------|--------|---------------------|---------------|---------|-------------------|-----------------------|----------------|
| EDIT | Agency | Adopted Altered | 8846 | Chester | Kitten | Domestic Short Hair | Orange Tabby | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Agency | Adopted Altered | 8846 | Chester | Kitten | Domestic Short Hair | Orange Tabby | Male | Fostered | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11870 | Coral | Cat | Domestic Short Hair | Black | Unknown | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 12021 | Count Chocula | Cat | Domestic Short Hair | Buff | Unknown | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 12049 | Lelws | Kitten | Domestic Short Hair | Tortoiseshell | Unknown | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Owner Surrender | Awaiting Vet Exam / Health Check | 12394 | Polly | Dog | Pit Bull | Brown | Female | Reclaim | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13288 | Jenn | Cat | Domestic Short Hair | Brown Tabby | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13295 | Alex | Kitten | Domestic Short Hair | Brown | Female | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13323 | Again | Cat | Domestic Short Hair | Brown | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13336 | Juki | Kitten | Domestic Short Hair | Brown | Female | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Owner Surrender | Adopted Altered | 13404 | Squeeze | Cat | Domestic Short Hair | Calico | Female | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Owner Surrender | Adopted Altered | 13406 | Margaret | Cat | Domestic Short Hair | Grey Tabby | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13445 | Capture | Cat | Domestic Short Hair | Tabby | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 13523 | Matty | Cat | Domestic Short Hair | White | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13550 | Cally | Cat | Domestic Short Hair | Black | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13570 | Broadway | Cat | Domestic Short Hair | Grey | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13749 | Pedro | Cat | Domestic Short Hair | White | Male | Adopted | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14209 | Prayer | Cat | Siamese | Brown | Female | Adopted | Vet Treatment History | PHS Tag Letter |

| | | | | | | | | | | | |
|------|-------|--|-------|----------|--------|---------------------------|-------------|--------|---------|-----------|--------|
| | | | | | | | | | | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |
| EDIT | Stray | Adopted Altered | 14245 | Argo | Kitten | Domestic Short Hair | Black | Female | Adopted | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |
| EDIT | Stray | Adopted Altered | 14255 | Victory | Kitten | Domestic Short Hair | Black | Female | Adopted | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |
| EDIT | Stray | Adopted Altered | 14261 | Meter | Cat | Domestic Short Hair | Brown Tabby | Female | Adopted | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |
| EDIT | Stray | Adopted Altered | 14450 | Nubia | Cat | Domestic Short Hair | Calico | Female | Adopted | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |
| EDIT | Stray | Adopted Altered | 14456 | Sunshine | Cat | Domestic Short Hair | Orange | Male | Adopted | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |
| EDIT | Stray | Awaiting Vet Exam / Health Check | 14630 | Clay | Cat | Domestic Short Hair | Brown Tabby | Male | Stray | Vet | PHS |
| | | | | | | | | | | Treatment | Tag |
| | | | | | | | | | | History | Letter |

For all creatures great and small

Version 1.16.13 (Newbie)



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New Record

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Contact Number
(757) 397-6004



List Animals Responsible For

Editing Information For: Sara Shellman

[Return to Person Details here](#)

| Task | Entry Type | Status | Animal ID | Name | Type | Breed | Color | Gender | Reason For Change |
|------|-----------------|-----------------|-----------|--------------|--------|--------------------------|---------------|---------|-------------------|
| EDIT | Stray | Adopted | 5162 | Shower Cat | Cat | Domestic Short Hair | Grey | Female | Adopted |
| EDIT | Stray | Adopted | 6590 | Stellar | Cat | Domestic Short Hair | Buff | Male | Adopted |
| EDIT | Stray | Adopted | 6688 | Noah | Cat | Domestic Short Hair | White | Male | Adopted |
| EDIT | Owner Surrender | Adopted Altered | 7493 | Gourd | Cat | Domestic Short Hair | Buff | Male | Adopted |
| EDIT | Owner Surrender | Adopted | 8529 | Grunge Puppy | Puppy | Chesapeake Bay Retriever | Brown | Male | Adopted |
| EDIT | Stray | Adopted | 8876 | Snoopy | Cat | Domestic Short Hair | Black | Male | Adopted |
| EDIT | Stray | Adopted | 9131 | Middleton | Cat | Domestic Short Hair | Tortoiseshell | Female | Adopted |
| EDIT | Stray | Adopted | 9307 | Genie | Cat | Domestic Short Hair | Orange | Unknown | Adopted |
| EDIT | Stray | Adopted | 9408 | Anakin | Cat | Domestic Short Hair | Brown Tabby | Unknown | Adopted |
| EDIT | Stray | Adopted | 9438 | Oregano | Cat | Domestic Short Hair | Black | Female | Adopted |
| EDIT | Stray | Adopted | 9453 | Myrtle | Kitten | Domestic Short Hair | Black | Unknown | Adopted |
| EDIT | Stray | Adopted | 9455 | Argon | Cat | Domestic Short Hair | Grey Tabby | Unknown | Adopted |
| EDIT | Stray | Adopted | 9459 | Uranium | Cat | Domestic Short Hair | Grey | Female | Adopted |
| EDIT | Stray | Adopted | 9484 | Ron | Cat | Domestic Short Hair | Black | Unknown | Adopted |
| EDIT | Stray | Adopted Altered | 10461 | Home Cat | Cat | Domestic Medium Hair | Black | Male | Adopted |
| EDIT | Stray | Adopted Altered | 10675 | Watson | Cat | Domestic Short Hair | Grey | Female | Adopted |
| EDIT | Owner Surrender | Adopted Altered | 10723 | Colbert | Cat | Domestic Short Hair | Orange | Female | Adopted |
| EDIT | Stray | Adopted Altered | 10731 | Drew | Cat | Domestic Short Hair | Grey Tabby | Male | Adopted |

| | | | | | | | | | | | |
|------|-------|--------------------|-------|--------------------------|--------|----------------------------|-------------|---------|----------|-------------|----------------|
| | | | | | | | | | | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 10922 | Merrin | Cat | Domestic Short Hair | Black | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 10926 | Carla | Cat | Domestic Short Hair | Grey | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 10963 | Squeeze | Cat | Domestic Short Hair | Orange | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted | 11041 | Alva | Cat | Domestic Short Hair | Black | Unknown | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11250 | <i>Melva</i> Pylester | Cat | Domestic Short Hair | Grey | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted | 11303 | Melva | Cat | Domestic Short Hair | Calico | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11524 | Grudge | Cat | Domestic Short Hair | Black | Unknown | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11691 | Bora | Cat | Domestic Short Hair | Grey | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11697 | Heather | Kitten | Domestic Short Hair | Grey | Unknown | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11702 | Seabee | Cat | Domestic Short Hair | Black | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 11941 | Jasmine | Cat | Domestic Short Hair | Grey Tabby | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 12022 | Purina | Kitten | Domestic Short Hair | Black | Unknown | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted | 13656 | Jake | Cat | Domestic Short Hair | Brown | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted | 13665 | Triceratops | Cat | Domestic Short Hair | Black | Unknown | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | In Foster | 14232 | Uno | Kitten | Domestic Short Hair | Brown Tabby | Unknown | Fostered | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14303 | Lovie | Cat | Domestic Short Hair | Grey | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14319 | Ajax | Cat | Domestic Short Hair | Grey Tabby | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14340 | Buff | Cat | Domestic Short Hair | Buff | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14342 | Itchy | Cat | Domestic Short Hair | Grey | Male | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14350 | Poco | Cat | Domestic Medium Hair | Black | Female | Adopted | Vet History | PHS Tag Letter |
| EDIT | Stray | In Foster | 14399 | Loren | Kitten | Domestic Short Hair | Buff | Male | Fostered | Vet History | PHS Tag Letter |



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List Animals Responsible For

Editing Information For: **Michele McLaughlin**

[Return to Person Details here](#)

| Task | Entry Type | Status | Animal ID | Name | Type | Breed | Color | Gender | Reason For Change |
|------|------------|--------------------|-----------|------------|----------------------|---------------------------------|---------------|---------|--|
| EDIT | Returns | Adopted | 8101 | Calloway | Cat | Domestic Medium Hair | Grey | Male | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 9488 | Burnie | Kitten | Domestic Short Hair | Tortoiseshell | Female | Fostered |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted | 9916 | Nomar | Cat | Domestic Medium Hair | Grey | Female | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 9979 | Purr | Cat | Domestic Medium Hair | Black | Male | Adopted |
| | | | | | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 10078 | Strawberry | Cat | Domestic Short Hair | Black | Female | Adopted |
| | | | | | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 10275 | Batman | Kitten | Domestic Medium Hair | Black | Male | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 10592 | Thorton | Cat | Domestic Short Hair | Black | Male | Adopted |
| | | | | | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 10674 | Buddy | Cat | Domestic Short Hair | Black | Female | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 10777 | Gandolph | Cat | Domestic Short Hair | Grey | Male | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 10777 | Gandolph | Cat | Domestic Short Hair | Grey | Male | Fostered |
| | | | | | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 11029 | Issac | Cat | Domestic Short Hair | Grey Tabby | Male | Adopted |
| | | | | | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 11515 | Bax | Kitten | Domestic Short Hair | Orange Tabby | Female | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 11983 | Thurston | Kitten | Domestic Short Hair | Brown Tabby | Male | Adopted |
| | | | | | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted Altered | 12026 | Chuckie | Dog | Beagle | Tri Color | Male | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted | 12443 | Catfish 1 | Amphibian (wildlife) | Salamander - California Slender | Black | Unknown | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted | 12443 | Catfish 1 | Amphibian (wildlife) | Salamander - California Slender | Black | Unknown | Fostered |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted | 12444 | Catfish 2 | Bird | Guinea Fowl | Green | Unknown | Adopted |
| | | | | Home | | | | | Vet PHS Treatment Tag History Letter |
| EDIT | Stray | Adopted | 12444 | Catfish 2 | Bird | Guinea Fowl | Green | Unknown | Fostered |
| | | | | Home | | | | | |



| | | | | | | | | | | | | | |
|------|-----------------|-----------------|-------|-------------------|----------------------|-------------------------------|-------------|---------|----------|--|--|-----------------------|----------------|
| | | | | | | | | | | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 12445 | Ed | Amphibian (wildlife) | Frog - Foothill Yellow-legged | Black | Unknown | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 12445 | Ed | Amphibian (wildlife) | Frog - Foothill Yellow-legged | Black | Unknown | Fostered | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 12485 | Barney | Home Dog | Cocker Spaniel | Black | Female | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 12506 | Margo | Kitten | Domestic Medium Hair | Brown Tabby | Female | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 12587 | Bayer | Kitten | Domestic Short Hair | Black | Unknown | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 12885 | Westley | Kitten | Domestic Short Hair | Grey | Unknown | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Owner Surrender | Adopted Altered | 12899 | Thread | Kitten | Domestic Short Hair | Brown Tabby | Female | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted | 13189 | Santa Maria | Cat | Domestic Short Hair | Grey | Unknown | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13446 | Tiner | Cat | Domestic Short Hair | Grey | Unknown | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Owner Surrender | Adopted Altered | 13464 | Swirly | Kitten | Domestic Short Hair | Brown Tabby | Male | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14611 | Marvel | Cat | Domestic Short Hair | Grey Tabby | Male | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14636 | Misty | Cat | Siamese | Champagne | Female | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14654 | Erica | Cat | Domestic Short Hair | Black | Female | Adopted | | | Vet Treatment History | PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 14661 | Home Brian Setzer | Kitten | Domestic Short Hair | White | Male | Adopted | | | Vet Treatment History | PHS Tag Letter |

For all creatures great and small

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Contact Number
(757) 397-6004



List Animals Responsible For

Editing Information For: **Sheena Gregory**

[Return to Person Details here](#)

| Task | Entry Type | Status | Animal ID | Name | Type | Breed | Color | Gender | Reason For Change | Vet History | PHS Tag Letter |
|------|------------|--------------------|-----------|-------------|--------|---------------------|-------------|---------|-------------------|-------------|----------------|
| EDIT | Stray | Adopted Altered | 13538 | Page | Cat | Domestic Short Hair | Grey | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 13546 | Afton | Cat | Domestic Short Hair | Grey | Unknown | Adopted | | |
| EDIT | Stray | Adopted Altered | 13593 | Rhoda | Cat | Domestic Short Hair | Brown Tabby | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 13668 | Kiki | Cat | Domestic Short Hair | Grey | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 13696 | Henrick | Kitten | Domestic Short Hair | Grey | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 13698 | Pickles | Cat | Domestic Short Hair | Grey | Male | Adopted | | |
| EDIT | Stray | Adopted Altered | 13703 | Anna May | Cat | Domestic Short Hair | Grey Tabby | Male | Adopted | | |
| EDIT | Stray | Adopted Altered | 13817 | Lee | Cat | Domestic Short Hair | Grey | Male | Adopted | | |
| EDIT | Stray | Adopted Altered | 13973 | Mataya | Cat | Domestic Short Hair | Brown Tabby | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 14048 | Birdie | Cat | Domestic Short Hair | Black | Male | Adopted | | |
| EDIT | Stray | Adopted Altered | 14149 | Lenu | Kitten | Domestic Short Hair | Grey | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 14199 | Ricochet | Cat | Domestic Short Hair | Grey | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 14252 | Razzle | Kitten | Domestic Short Hair | Calico | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 14472 | Pili | Cat | Domestic Short Hair | Torbie | Female | Adopted | | |
| EDIT | Stray | Adopted Altered | 14566 | Dame | Cat | Domestic Short Hair | Black | Male | Adopted | | |
| EDIT | Stray | Adopted Altered | 14595 | Scary Spice | Cat | Domestic Short Hair | Calico | Female | Adopted | | |

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List Animals Responsible For

Editing Information For: **Ashley Bandy**

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| Task | Entry Type | Status | Animal ID | Name | Type | Breed | Color | Gender | Reason For Change |
|------|-----------------|-----------------|-----------|---------|--------|---------------------|-------------|---------|--------------------------------------|
| EDIT | Stray | Adopted | 11020 | Nelson | Cat | Domestic Short Hair | Tortie | Female | Adopted |
| | | | | 1/12/13 | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Owner Surrender | Adopted Altered | 11232 | Tycoon | Kitten | Domestic Short Hair | Brown Tabby | Female | Adopted |
| | | | | 3/10/13 | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted | 12874 | Mariah | Kitten | Domestic Short Hair | Black | Unknown | Adopted |
| | | | | 11/2/13 | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted | 12908 | Ember | Cat | Domestic Short Hair | Calico | Unknown | Adopted |
| | | | | 11/2/13 | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13071 | Firefly | Puppy | Labrador | Grey | Male | Adopted |
| | | | | ✓ | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13071 | Firefly | Puppy | Labrador | Grey | Male | Fostered |
| | | | | ✓ | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13521 | Mac | Cat | Domestic Short Hair | Brown | Male | Adopted |
| | | | | 3/16/13 | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13822 | Orion | Cat | Domestic Short Hair | Brown Tabby | Female | Adopted |
| | | | | 5/19/13 | | | | | Vet Treatment History PHS Tag Letter |
| EDIT | Stray | Adopted Altered | 13840 | Dodge | Cat | Domestic Short Hair | Black | Female | Adopted |
| | | | | 5/9/13 | | | | | Vet Treatment History PHS Tag Letter |

For all creatures great and small

Version 1.16.13 (Newbie)

Attachment D



COMMONWEALTH of VIRGINIA

Matthew J. Lohr
Commissioner

Department of Agriculture and Consumer Services Division of Animal & Food Industry Services

Office of Animal Care and Health Policy

P.O. Box 1163, Richmond, Virginia 23218
Phone: 804/786-2483 • Fax: 804/371-2380 • Hearing Impaired: 800/828-1120
www.vdacs.virginia.gov

LETTER OF NOTIFICATION

April 9, 2013

To: Kenneth Chandler, City Manager
City of Portsmouth
801 Crawford Street
Portsmouth, VA 23704

On March 6, 2013, I inspected the **Portsmouth Humane Society**, which is the contracted animal pound for the City of Portsmouth. This was a routine inspection to evaluate compliance with the Virginia Comprehensive Animal Care laws, as well as pursuant regulations and directives. Please find attached a copy of the ***Animal Facility Inspection Report***, which itemizes the specific elements included in this inspection. Copies of the itemized inspection forms were left on site at the conclusion of the inspection.

The result of this inspection is as follows:

- ☐ **There were no significant findings of noncompliance.** A response to this report is not required.
- ☒ **Significant findings of noncompliance were noted on inspection.** Please submit a written response to this report by 6/1/13 indicating actions completed or planned to achieve compliance. The response should be addressed to my attention at the letterhead address. Failure to respond may result in referral of this case for enforcement action. Specific deficiencies that must be corrected include:
- The animal custody records did not include all of the required elements.
 - There are floors and walls do not have a surface quality that can be adequately disinfected.
- ☐ **There were critical and/or repeat findings of significant noncompliance.** This case has been referred for enforcement action and possible assessment of civil penalties. You will be contacted by the State Veterinarian's Representative handling your case.

If you have any questions, I can be reached at 804-786-2483 or by email at Sherry.Helsel@vdacs.virginia.gov.

Respectfully,

Sherry Helsel, LVT
Animal Pound & Shelter Inspector

-Equal Opportunity Employer-



VIRGINIA DEPARTMENT
OF AGRICULTURE AND
CONSUMER SERVICES

DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF ANIMAL CARE AND HEALTH POLICY
P.O. BOX 1163
RICHMOND, VA 23218
804-786-2483

ANIMAL FACILITY INSPECTION REPORT

Facility Name/ID: Portsmouth Humane Society

Inspection Date:

3/6/13

Physical Address: 4022 Seaboard Court, Portsmouth, VA 23701

Unannounced ☒ Scheduled ☐

Type of Facility: ☐ Animal Shelter ☒ Pound ☐ Other:

Owned By: ☒ Humane Society ☐ City () ☐ County () ☐ Other:

Operated By: ☒ Humane Society ☐ City () ☐ County () ☐ Other:

Other Facility Details (inc. contractual arrangements): Contracted pound for City of Portsmouth.

Hours of Operation: M, Th, F, Sat: 12:00 p.m. – 5:00 p.m., Wed: 12:00 p.m. – 7:00 p.m., Sun: 12:00 p.m. – 4:00 p.m.

Facility Supervisor: Jennifer Austin

Facility Mailing Address:

4022 Seaboard Court
Portsmouth, VA 23701

Facility Telephone Number: 757-397-6004

Facility Fax Number: 757-397-1900

Facility Email:

Responsible Party – Governing Body/Board

Directions to Facility

Kenneth Chandler, City Manager
City of Portsmouth
801 Crawford Street
Portsmouth, VA 23704

I-264 West, Exit 2B, West on Greenwood Avenue, Left on
Garwood, Left on Bedford, Left on Seaboard Court, Facility
on right.

Animal Control Officer Information (Pound Facilities Only)

Animal Control Officer: Glenn Suokas

Deputy Animal Control Officers:

Animal Control Officer Mailing Address:

711 Crawford Street
Portsmouth, VA 23704

Telephone Number: 757-393-8430

ACO Reports To: ☐ Sheriff ☒ Police Department ☐ Local Government Administration/Management

Attachments:

- ☒ ANIMAL FACILITY INSPECTION FORM – POUND REGULATIONS
- ☒ ANIMAL FACILITY INSPECTION FORM – ANIMAL CARE
- ☒ ANIMAL FACILITY INSPECTION FORM – OPERATIONS
- ☐ ANIMAL FACILITY INSPECTION FORM – ANIMAL TRANSPORT

Inspected By

Name: S.R. Helsel, LVT

Signature:

Title: Animal Pound & Shelter Inspector



VIRGINIA DEPARTMENT
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DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
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P.O. BOX 1163
RICHMOND, VA 23218
804-786-2483

ANIMAL FACILITY INSPECTION FORM – POUND REGULATIONS

Facility Name/ID:

Portsmouth Humane Society

Date: 3/6/13 Time: 2:02p

Inspector Initials: SEA

| REQUIREMENT | NSF | F | COMMENTS |
|---|-----|---|--|
| 2 VAC 5-110-10, 2 VAC 5-110-20 Drinking Water Water for drinking shall originate from a potable source. Durable, non-toxic water receptacles provided and secured in a fixed position or are of a non-tip design. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-40 Animal Housing--Temperature/Ventilation All kennel buildings and enclosures protect against weather extremes. Building maintained at a temperature comfortable for each animal. Each building and enclosure provides adequate ventilation for each animal. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-40 Animal Housing--Maintenance and Sanitation Floors and walls of enclosures, buildings, and runs are of a surface material that permits proper cleaning and disinfecting. Each kennel building and enclosure is clean, dry, and sanitary. | | ✓ | Porous concrete, exposed wood Critical <input type="checkbox"/> |
| 2 VAC 5-110-40 Animal Housing--Suitability Animals are maintained in quarters that prevent escape, protect them from injury, and safeguard them from being stolen. Provisions are made for the separation of animals according to species, sex, age, and temperament. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-50 Cage Construction Cages are constructed of stainless steel, fiberglass, heavy galvanized metal, galvanized wire, or equivalent. Cages have solid bottoms. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-50 Cage Size Enclosures are constructed and maintained to provide sufficient space for each animal to turn freely, and easily stand, sit, and lie in a comfortable position. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-60 Sanitation Process There are faucet and hose connections at convenient locations for washing and cleaning the animal housing areas. Disinfectants or germicidal agents are used to clean the housing/confinement area. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-70 Food Preparation Food preparation/storage area adequately equipped. Equipment and utensils are made of easily cleanable, non-corrosive, and nontoxic materials. A sink with hot and cold water is provided for cleaning equipment and utensils. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-70 Food Storage Bins used to store food provide protection against insects and rodents. Food is stored on shelves or pallets a minimum of 12 inches above the floor, or in bins on rollable casters. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-90 Disposal Dead animals are disposed of by burial, incineration, or other approved method. Dead animals are disposed of within 24 hours, or refrigerated. | ✓ | | Critical <input type="checkbox"/> |
| 2 VAC 5-110-100 Isolation Area There is a designated and marked isolation area for incoming animals which are ill or suspected of being ill. Ill and suspected ill animals are confined separately in this area for a minimum of 48 hours before being placed in the main housing area. | ✓ | | Critical <input type="checkbox"/> |

NSF = No Significant Findings

F = Findings

Critical findings are those which cause animal death, serious injury, or egregious suffering.

REVIEWED WITH:

Signature

Jennifer M. Austin

Date

3/6/13

Name

Jennifer M. Austin

Title

Executive Director



VIRGINIA DEPARTMENT
OF AGRICULTURE AND
CONSUMER SERVICES

DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF VETERINARY SERVICES
P.O. BOX 1163
RICHMOND, VA 23218
804-786-2483

ANIMAL FACILITY INSPECTION FORM – ANIMAL CARE

Facility Name/ID:

Portsmouth Humane Society

Date: 3/6/13 Time: 2:00

Inspector Initials: SGT

| REQUIREMENT | NSF | FINDINGS |
|--|----------------------------|--|
| §3.2-6503 Adequate Feed Each animal provided adequate feed as defined in §3.2-6500 (sufficient, nutritive, accessible, easily consumed, provided in a sanitary manner at suitable intervals, at least daily). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6503 Adequate Water Each animal provided adequate water as defined in §3.2-6500 (clean, fresh, potable, drinkable temperature, sufficient volume, at suitable intervals to maintain normal hydration). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6503 Adequate Shelter Each animal provided adequate shelter as defined in §3.2-6500 (suitable, safe, protects from weather extremes, properly lighted, properly cleaned, enables animal to be clean and dry, provides a solid resting surface). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6503 Adequate Space Each animal provided adequate space as defined in §3.2-6500 (allows each animal to stand, sit, lie, turn about, make all normal body movements in a comfortable, normal position, and interact safely with other animals). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6503 Adequate Exercise Each animal provided adequate exercise as defined in §3.2-6500 (opportunity for the animal to move sufficiently to maintain normal muscle tone and mass for the age, species, size, and condition of the animal). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6503 Adequate Care, Treatment, and Transportation Each animal provided adequate care as defined in §3.2-6500 (good animal husbandry, handling, production, management, confinement, feeding, watering, protection, shelter, transport, veterinary care, and euthanasia when necessary). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6503 Veterinary Care Each animal provided veterinary care as defined in §3.2-6500 when needed to prevent suffering, impairment of health, disease progression, or disease transmission. | ✓ | Critical <input type="checkbox"/> |
| Number of Dogs on Site: 130 | Number of Cats on Site: 98 | Number of Other Companion Animals on Site: 1 |
| Number of Runs: 85 | Number of Cages: 127 | Number of Animal Caretakers: 8 F/T 4 P/T |

COMMENTS:

NSF = No Significant Findings

Critical findings are those which cause animal death, serious injury, or egregious suffering.

REVIEWED WITH:

Signature

Jennifer M. Austin 3/6/13

Name

Jennifer M. Austin

Title

Executive Director



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804-786-2483

ANIMAL FACILITY INSPECTION FORM – OPERATIONS

Facility Name/ID:

Portsmouth Humane Society

Date: 3/6/13 Time: 2:00p

Inspector Initials: JMA

| REQUIREMENT | NSF | FINDINGS |
|---|-----|---|
| §3.2-6557 Custody Record Availability Custody record is readily available for each animal in facility. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6557 Custody Record Completeness Custody record includes: date of custody, date of the making of the record, species, color, breed, sex, age, weight, reason for custody, location where custody was taken, owner if known, license/tag/tattoo/collar or other identification, and disposition. | ✓ | Custody records do not contain all required elements. Critical <input type="checkbox"/> |
| §3.2-6546 Animal Identification A reasonable effort is made to determine whether each animal has a collar, tag, license, tattoo, or other identification. A reasonable effort is made to identify and notify the owner. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 Holding Period Each animal is held for the required holding period. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 Reasonable Access Facility is accessible to the public at reasonable hours during the week. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 Animal Disposition Each animal is disposed by humane euthanasia, adoption, or transferred to a lawfully operating animal shelter or other releasing agency. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 Animal Adoption No more than two animals (or one family of animals) released to any one person in a 30-day period. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 Animal Sterilization Before release, adopter of each dog or cat signs an agreement to have the animal sterilized within 30 days (unless already sterilized). | ✓ | Critical <input type="checkbox"/> |
| §3.2-6575 Sterilization Agreement Agreement contains: the date of agreement, names addresses and signatures of both the releasing agency and the new owner, description of the animal, the date by which sterilization is required and a statement detailing the requirements of this law. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 and Directive 79-1 Euthanasia Method Euthanasia is conducted using only methods and drugs prescribed by the State Veterinarian. | ✓ | Critical <input type="checkbox"/> |
| §3.2-6546 and Directive 79-1 Euthanasia Competency Euthanasia is performed by a competency certified person under general supervision of a licensed veterinarian, or performed by a licensed veterinarian. | ✓ | Critical <input type="checkbox"/> |

Name of licensed veterinarian supervising euthanasia:

Hannah Adams, DVM

Name of licensed veterinarian performing euthanasia:

NSF = No Significant Findings

Critical findings are those which cause animal death, serious injury, or egregious suffering.

REVIEWED WITH:

Signature

Jennifer M. Austin

3/6/13

Name

Jennifer M. Austin

Title

Executive Director